USER'S GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) CENTRAL SCREENING

Release 5.0

NEMS-UG-13

PrISMS Contract

February 2002



National Aeronautics and Space Administration

George C. Marshall Space Flight Center Huntsville, AL 35812

USER'S GUIDE FOR NEMS CENTRAL SCREENING RELEASE 5.0

Submitted by		itted by	
Neal Cantrell Functional Area Lead		Date	
	Revie	wed by	
	C	SC	
Hector Garcia Agencywide IRM	Date	Jim Cofer Configuration Management	Date
Richard Bishop Data Base Administra	Date (DBA)		

Prepared by

Computer Sciences Corporation, Contract NAS8-60000

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

February 2002

USER'S GUIDE FOR NEMS CENTRAL SCREENING RELEAS E 5.0

Approved by Sheila Fogle Date Consolidation Center Project Manager Nikita Zurkin Date

Program Functional Manager

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

February 2002

1.		GENERAL FRAMEWORK	2
	1.1	PURPOSE	
	1.2	ACCESSIBILITY	2
2.		NEMS CENTRAL SCREENING PROCESSING	3
	2.1	WARNING SCREEN	3
	2.2	NEMS CENTRAL SCREENING MENU	4
	2.2	2.1 FSC	5
		2.2.1.1 FSC – Submit Single FSC	6
	4	2.2.1.2 FSC – Submit FSC Range	7
		2.2.1.2.1 FSC - Equipment List	8
		2.2.1.2.1.1 FSC - Equipment List – Detail	9
		2.2.1.2.1.2 FSC - Equipment List – Next Page	. 10
		2.2.1.2.2 FSC - Download	. 12
		2.2.1.2.2.1 FSC - Download - Start Download	. 14
		2.2.1.2.2.2 FSC - Download - Open Using	. 15
		2.2.1.2.2.3 FSC - Download - Start Download - Save this file to Disk	. 19
	2.2	2.2 Item Name	22
	:	2.2.2.1 Item Name – Partial Name	. 23
		2.2.2.2 Item Name – Exact Match	. 24
		2.2.2.2.1 Item Name - Equipment List	. 25
		2.2.2.2.2 Item Name - Download	. 26
	2.2	2.3 Manufacturer Code	
	2	2.2.3.1 Manufacturer Code - Equipment List	. 29
	2	2.2.3.2 Manufacturer Code - Download	. 30
	2.2	2.4 Manufacturer Model Number	
	2	2.2.4.1 Manufacturer Model Number – Partial Name	. 33
	2	2.2.4.2 Manufacturer Model Number – Exact Match	
		2.2.4.2.1 Manufacturer Model Number - Equipment List	. 35
		2.2.4.2.2 Manufacturer Model Number - Download	. 36
	2.2	2.5 Cost	37
	:	2.2.5.1 Cost – Exact match	. 38
	:	2.2.5.2 Cost – Cost Range	
		2.2.5.2.1 Cost - Equipment List	. 40
		2.2.5.2.2 Cost - Download	. 41

1. **GENERAL FRAMEWORK**

1.1 PURPOSE

The purpose of the NASA Equipment Management System (NEMS) Central Screening is to allow a user to view excess equipment via a web page. The data to support this web page is maintained in the NEMS Central database through mainframe NEMS Central processing.

This User's Guide is prepared for both the users and Automated Data Processing (ADP) personnel. Information described in the User's Guide will give a general picture of the system and allow easier access to the NEMS Central Screening for the users or ADP personnel.

1.2 ACCESSIBILITY

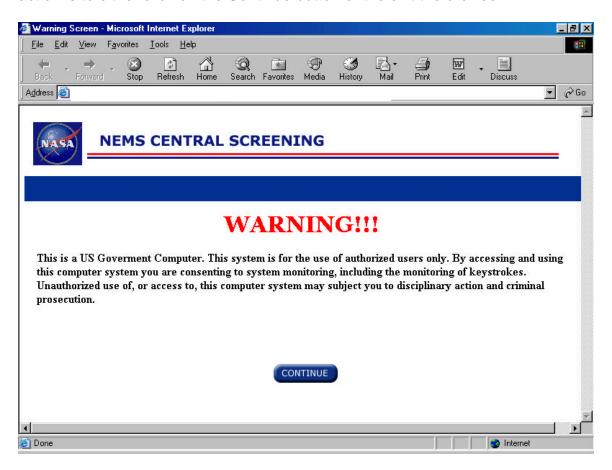
Users can access the NEMS Central Screening from the Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) home page under NEMS:

http://www.msfc.nasa.gov:80/sesaas/nems/

2. NEMS CENTRAL SCREENING PROCESSING

2.1 WARNING SCREEN

Upon invoking the NEMS Central Screening application, the Logon Warning screen appears (as shown below). This screen is displayed to warn unauthorized users of disciplinary action and criminal prosecution. The required action is to either click on the Continue button or the exit the browser.



INPUT DATA

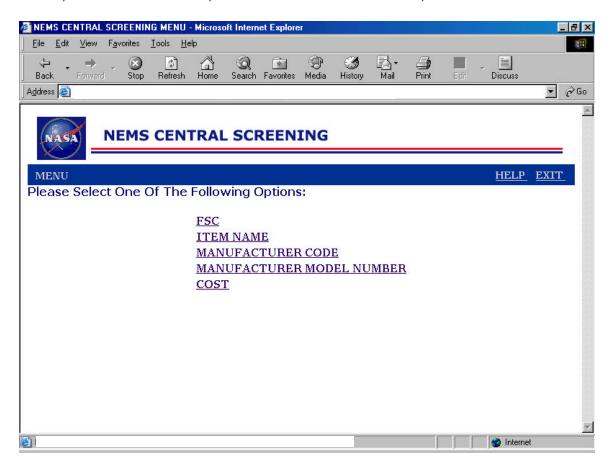
• Click the **CONTINUE** button.

Exit browser

The NEMS Central Screening menu is displayed.
Exits NEMS Central Screening

2.2 NEMS CENTRAL SCREENING MENU

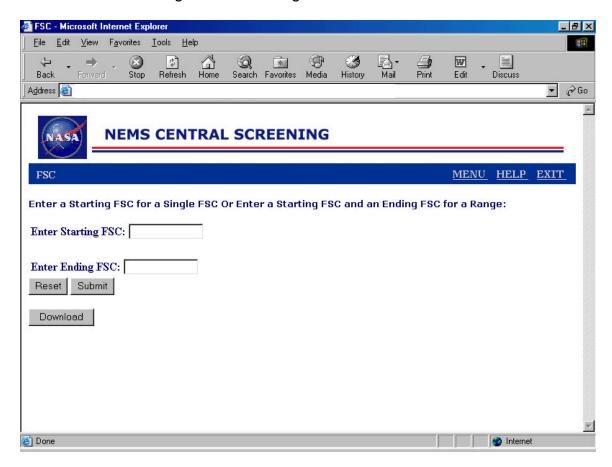
The NEMS Central Screening Menu (as shown below) displays the available options to select equipment. The options include listing equipment by FSC, Item Name, Manufacturer Code, Manufacturer Model Number, and Cost.



- Click on one of the following options:
 - o FSC
 - Item Name
 - Manufacturer Code
 - Manufacturer Model Number
 - Cost

2.2.1 FSC

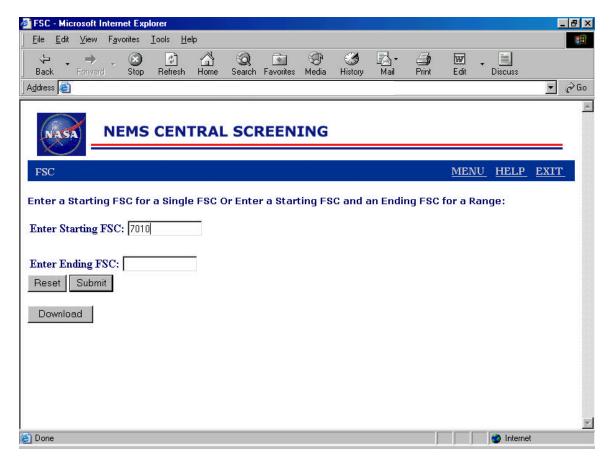
Select FSC on the NEMS Central Screening Menu to display a screen that allows the user to enter a single FSC or a range of FSCs.



12 0 2 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2		
 Starting F 	SC	required must be entered for single FSC or range of FSCs
Ending FS	SC	optional must be entered for the ending value in the range of FSCs
Click Res	et button.	This button will clear the values entered in the Starting FSC and Ending FSC fields.
Click Sub	mit button.	The list of equipment for the FSC(s) will be displayed.
Click Dow	nload button.	A dialog box for downloading the selected FSC(s) is displayed.

2.2.1.1 FSC - Submit Single FSC

Enter a FSC in the Starting FSC field to display equipment for that FSC.



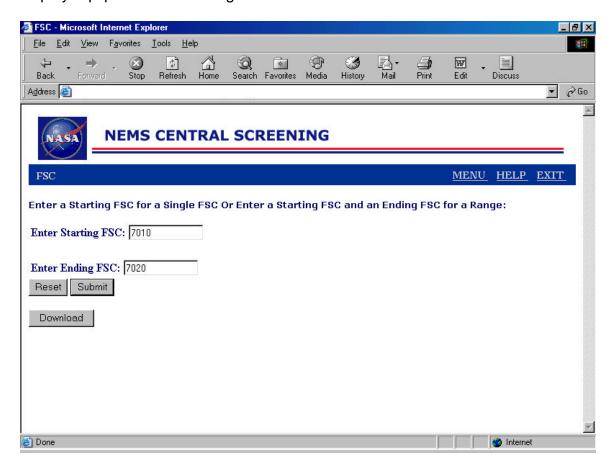
INPUT DATA

- Starting FSC
- Click Submit button.

Must be a valid FSC

2.2.1.2 FSC - Submit FSC Range

Enter a FSC in the Starting FSC field and a FSC in the Ending FSC field to display equipment for the range of FSCs.



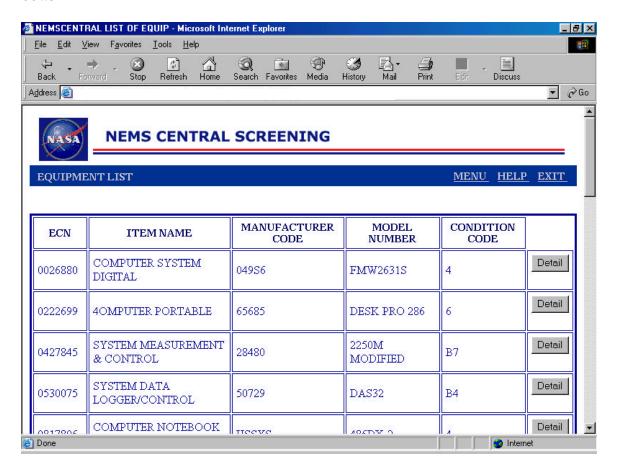
INPUT DATA

- Starting FSC
- Ending FSC
- Click Submit button.

Must be a valid FSC Must be a valid FSC

2.2.1.2.1 FSC - Equipment List

The ECN, Item Name, Manufacturer Code, Model Number, and Condition Code for each piece of equipment that matches the selected FSC(s) will be displayed. For more detail about the specific piece of equipment, click on the DETAIL button.

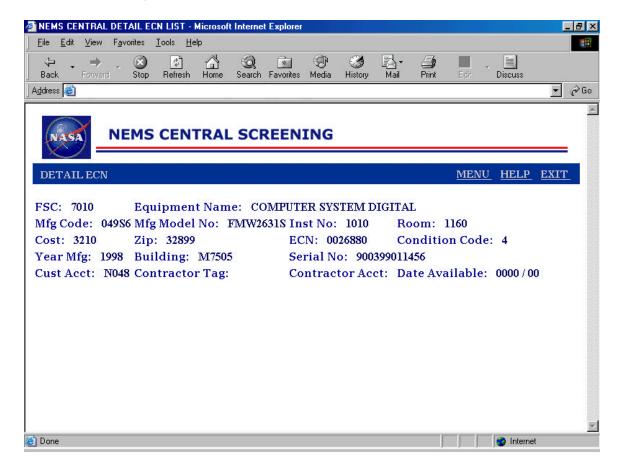


INPUT DATA

• Click **Detail** button.

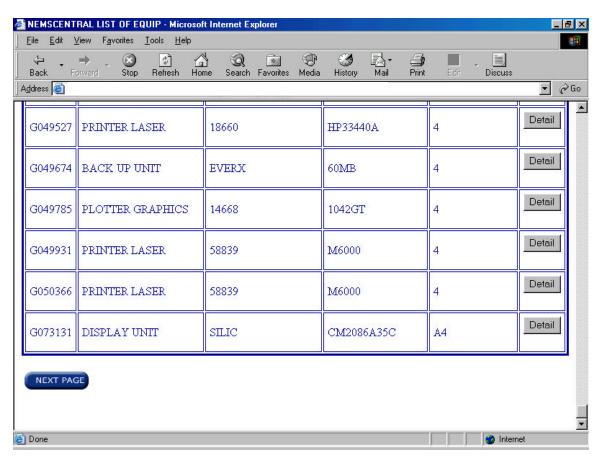
2.2.1.2.1.1 FSC - Equipment List - Detail

The following are the fields displayed for the equipment detail: FSC, Equipment Name, Manufacturer Code, Manufacturer Model Number, Installation Number, Room, Cost, Zip Code, ECN, Condition Code, Year Manufactured, Building Number, Serial Number, Custodian Account, Contractor Tag Number Contractor Account Number, and Date Available.



2.2.1.2.1.2 FSC - Equipment List - Next Page

Scroll to the bottom of the page. If more than 169 pieces of equipment meet the selection criteria then the NEXT PAGE button will be displayed at the end of the equipment list. By clicking the NEXT PAGE button, the user can display the next page of equipment starting with the next ECN.

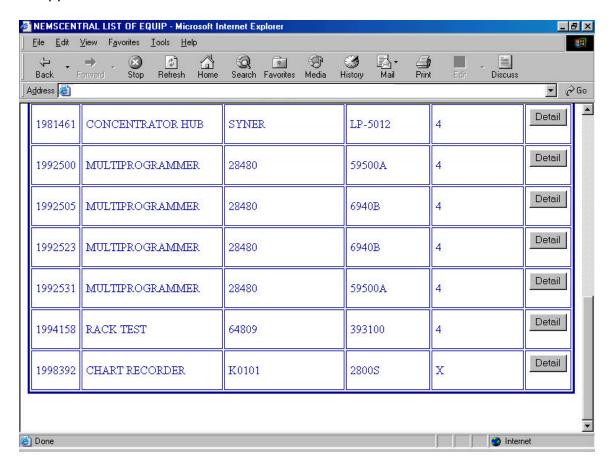


INPUT DATA

• Click **NEXT PAGE** button.

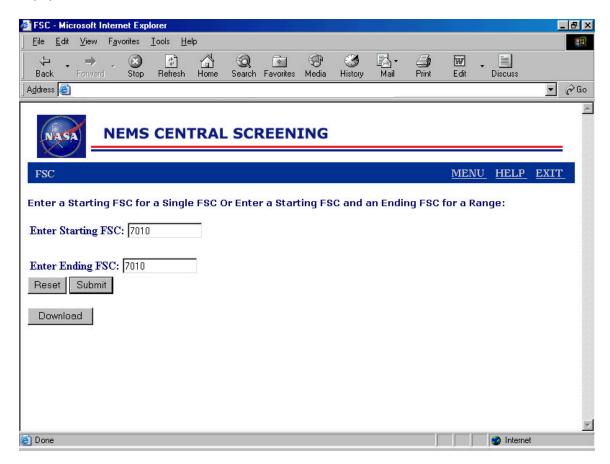
The next page of equipment is displayed.

When all the equipment has been displayed, the NEXT PAGE button will disappear.



2.2.1.2.2 FSC - Download

Clicking on the DOWNLOAD button will allow a user to download the selected equipment.



INPUT DATA

Starting FSC required

must be entered for single FSC or

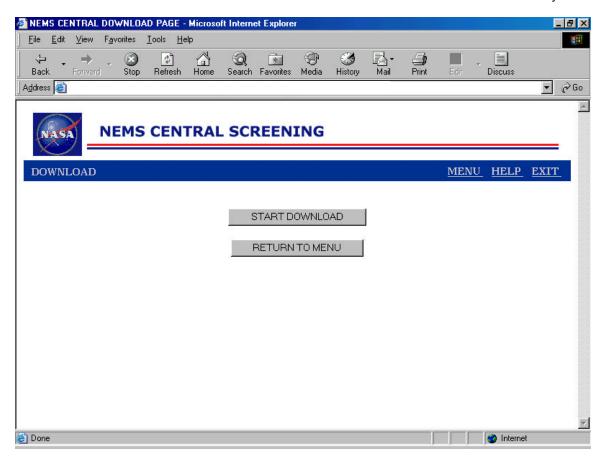
range of FSCs

Ending FSC optional

must be entered for the ending value in

the range of FSCs

Click **Download** button.



INPUT DATA

- Click **START DOWNLOAD** button.
- Click **RETURN TO MENU** button.

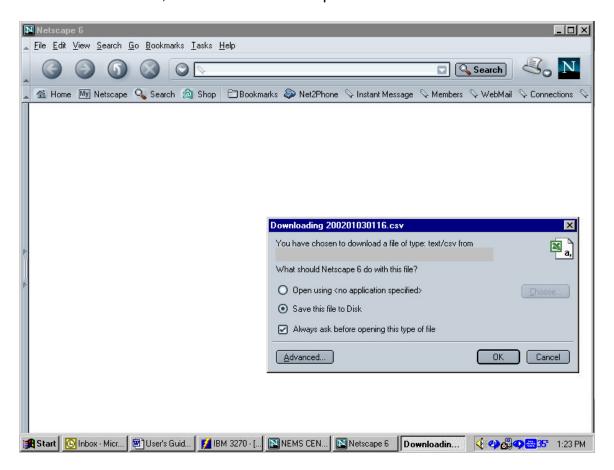
A dialog box for downloading the file is displayed.

The NEMS Central Screening Menu is displayed.

2.2.1.2.2.1 FSC - Download - Start Download

Select Start Download on the Download screen to start the download process. This example of the download is using Netscape Navigator 6.0.

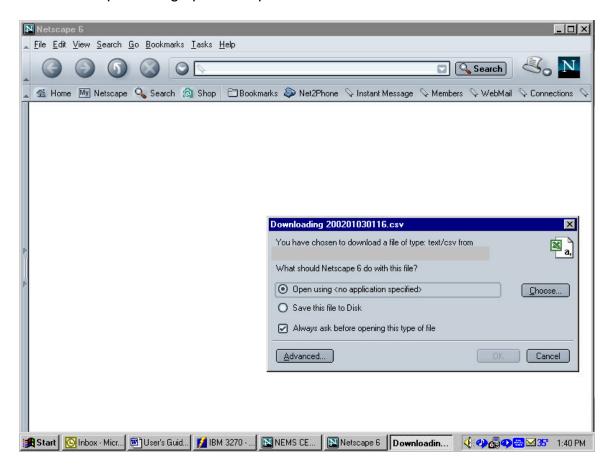
After the download has started, a dialog box will be displayed asking the user what they would like to do with this file. If the Open Using <no application specified> is chosen, a file with the equipment list will be opened. If the Save this file to disk is chosen, the file is saved to a specified location.



- Select either of the following options:
 - Open Using <no application specified>
 - Save this file to disk
- Click the **OK** button.
- Click the Cancel button.
 This will cancel the download of the selected equipment.

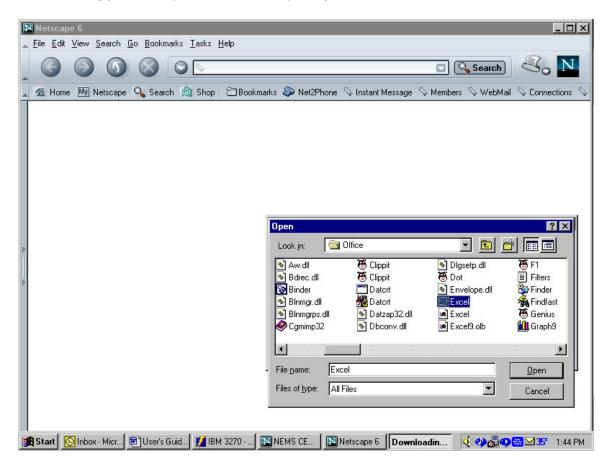
2.2.1.2.2.2 FSC - Download - Open Using

Select the Open Using option to open the file.

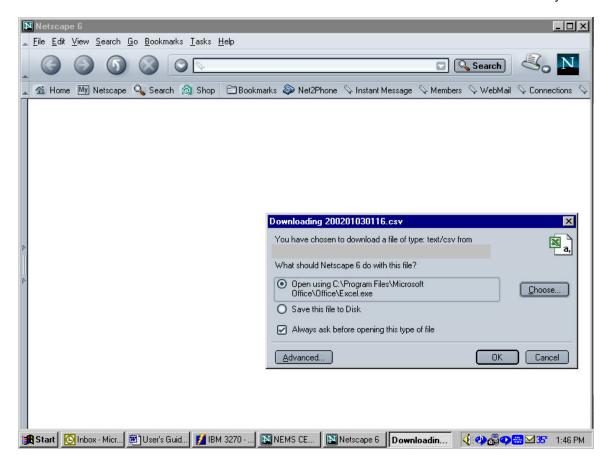


- Select the Open Using <no application specified>.
- Click the Choose button.
- Click the **Cancel** button. This will cancel the download of the selected equipment.

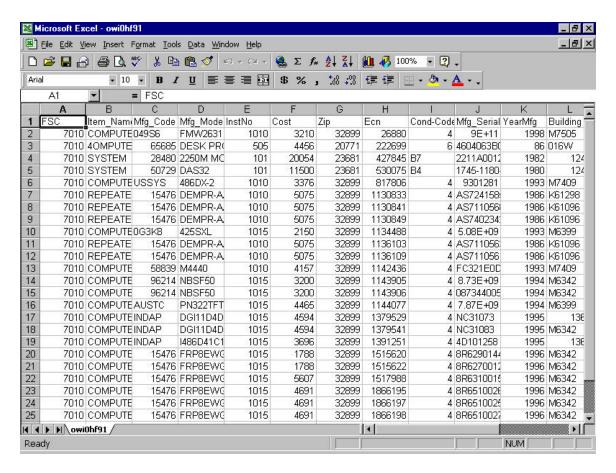
Select an application (such as EXCEL) to open the file.



- Select the application (i.e. Excel)
- Click on the **Open** button.
- Click the Cancel button. This will cancel the download of the selected equipment.



- Click on the **OK** button.
- Click the **Cancel** button. This will cancel the download of the selected equipment.

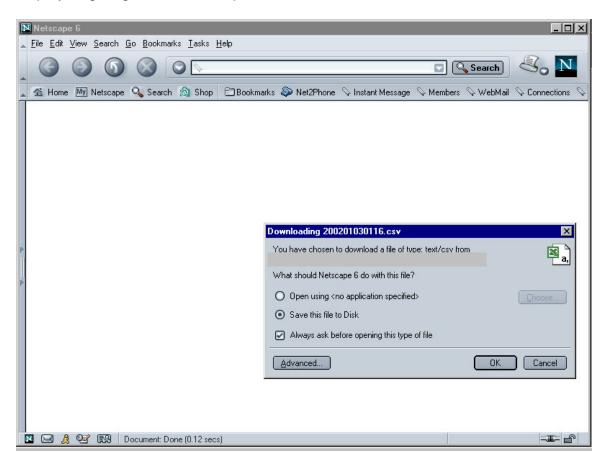


To save this file, the user must select File, and then select SAVE AS. The user must select the location in which to save the file.

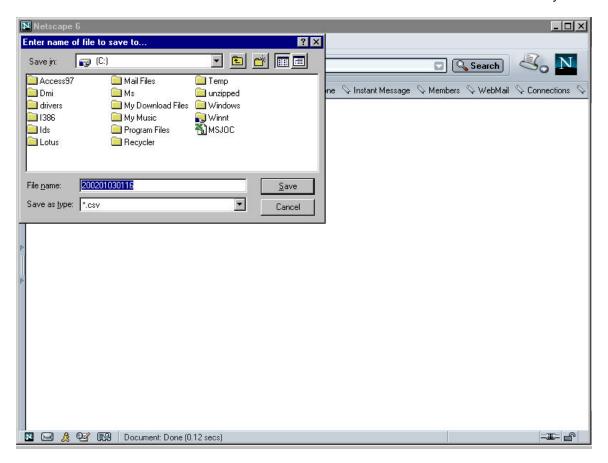
2.2.1.2.2.3 FSC - Download - Start Download - Save this file to Disk

Select the Save this file to disk option to save the file.

If the Save this file to disk option is chosen, then another dialog box will be displayed giving the user the option of where to store the file.



- Select the Save this file to Disk option.
- Click the **OK** button.
- Click the Cancel button. This will cancel the download of the selected equipment.



INPUT DATA

Save in:

File Name:

Click on the Save button.

Click on the Cancel button.

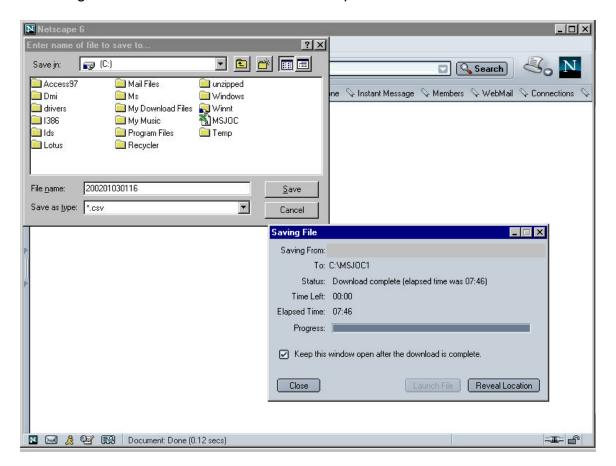
The directory where the file is saved.

The name of the file.

This will save the selected equipment file in the location chosen by the user.

This will cancel the download of the selected equipment.

After clicking on the OK button, the equipment will be downloaded to the desired location. When the download has completed, a dialog box will be displayed informing the user that the download has completed.



INPUT DATA

- Click on one of the following buttons:
 - Launch File
 - Reveal Location
 - Close

Opens the file.

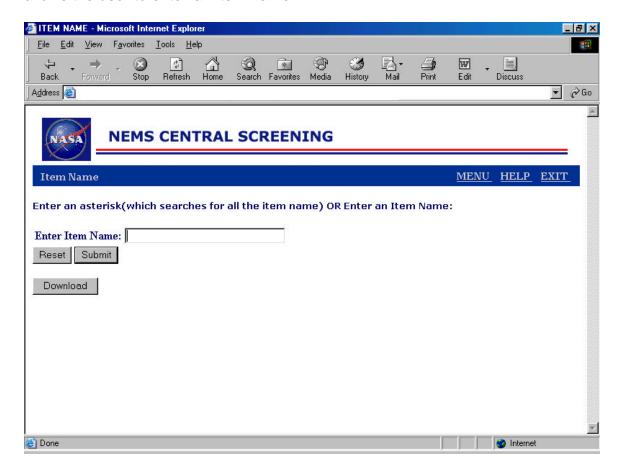
Opens the directory that contains the

file.

Closes the dialog box.

2.2.2 Item Name

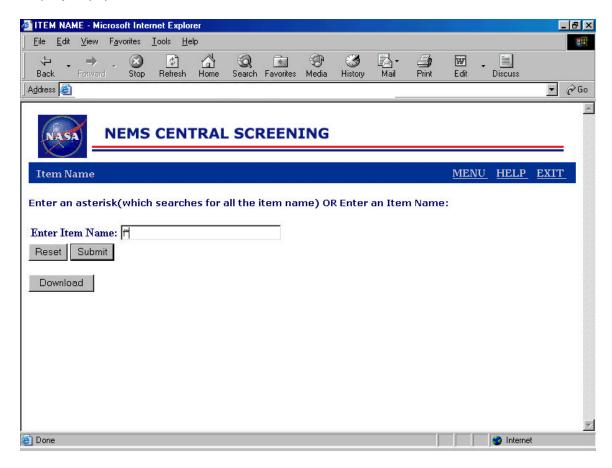
Select Item Name on the NEMS Central Screening Menu to display a screen that allows the user to enter an item name.



 Item Name 	required
	If an asterisk (*) is entered then all
	values containing that value in the item
	name will be displayed.
	If an asterisk (*) is not entered then
	only equipment matching the item
	name will be displayed.
 Click Reset button. 	This button will clear the values
	entered in the Item Name field.
 Click Submit button. 	The list of equipment for the Item
	Name will be displayed.
 Click Download button. 	A dialog box for downloading the
	selected Item Name will be displayed.

2.2.2.1 Item Name - Partial Name

Enter a partial name and an asterisk (*) to search by in the Item Name field to display equipment for that Item Name.

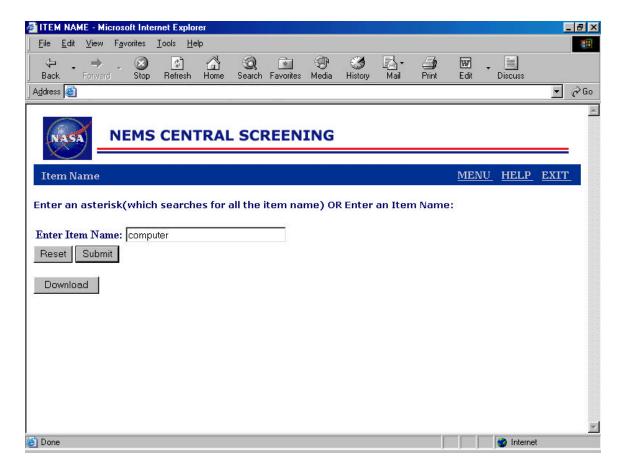


Item Name
 Enter a partial value and an asterisk (*)
 in the item name field.

Click Submit button.
 The list of equipment for the Item Name will be displayed.

2.2.2.2 Item Name - Exact Match

Enter an item name to search by in the Item Name field to display equipment for that Item Name.



Item Name
 Enter a value in the item name field.

Click **Submit** button. The list of equipment for the Item Name will be displayed.

2.2.2.2.1 Item Name - Equipment List

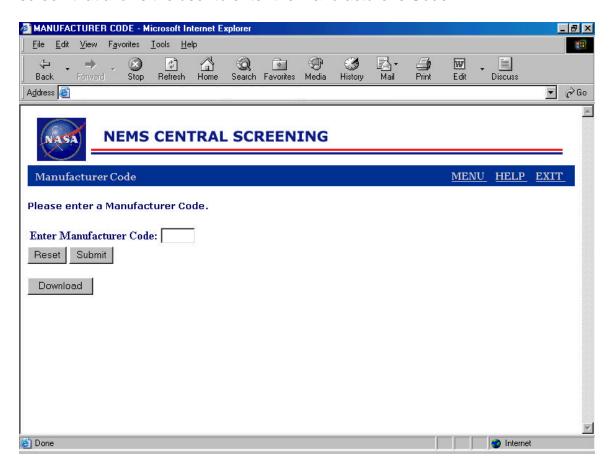
See section 2.2.1.2.1 Equipment List for processing related to the List of Equipment.

2.2.2.2.2 Item Name - Download

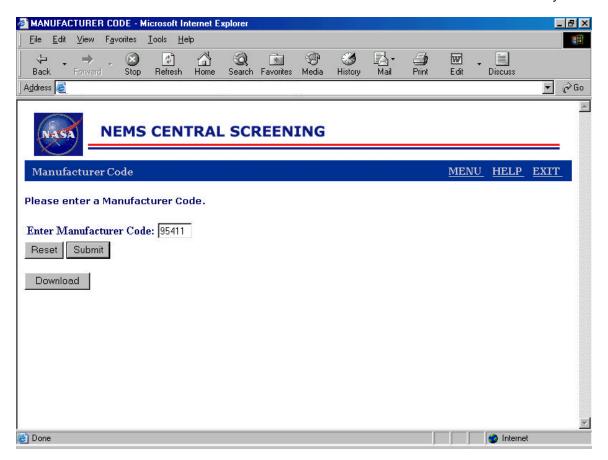
See section 2.2.1.2.2 Download for processing related to downloading the list of equipment.

2.2.3 Manufacturer Code

Select Manufacturer Code on the NEMS Central Screening Menu to display a screen that allows the user to enter the Manufacturer's Code.



•	Manufacturer Code	required Equipment with a Manufacturer's Code that matches the entered value will be displayed.
•	Click Reset button.	This button will clear the values entered in the Manufacturer Code field.
•	Click Submit button.	The list of equipment for the Manufacturer's Code will be displayed.
•	Click Download button.	A dialog box for downloading the Manufacturer's Code will be displayed.



2.2.3.1 Manufacturer Code - Equipment List

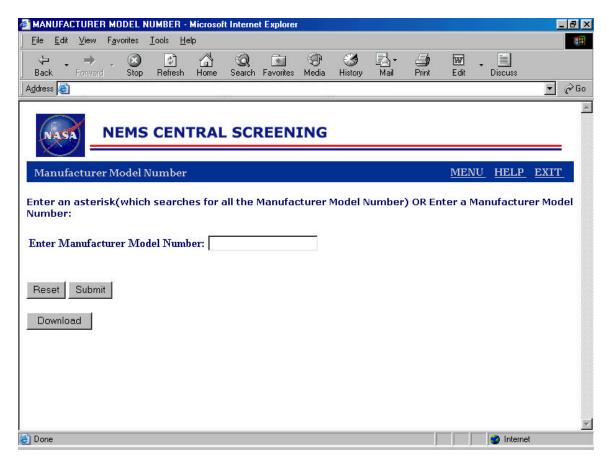
See section 2.2.1.2.1 Equipment List for processing related to the List of Equipment.

2.2.3.2 Manufacturer Code - Download

See section 2.2.1.2.2 Download for processing related to downloading the list of equipment.

2.2.4 Manufacturer Model Number

Select Manufacturer Model Number on the NEMS Central Screening Menu to display a screen that allows the user to enter the Manufacturer Model Number.



INPUT DATA

Manufacturer Model Number

required

If an asterisk (*) is entered then all values containing that value in the Manufacturer Model Number will be displayed.

If an asterisk (*) is not entered then only Manufacturer Model Numbers matching the entered value will be displayed.

Click Reset button.

This button will clear the values entered in the Manufacturer Model Number field.

• Click **Submit** button. The list of equipment for the

Manufacturer Model Number will be

displayed.

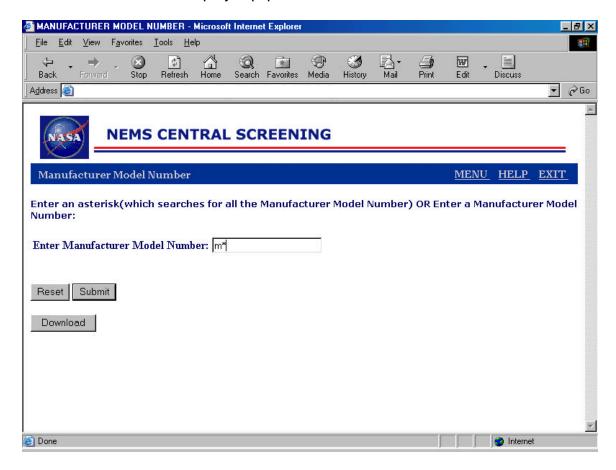
Click **Download** button.
 A dialog box for downloading the

selected Manufacturer Model Number

will be displayed.

2.2.4.1 Manufacturer Model Number - Partial Name

Enter a partial model number and an asterisk (*) to search by in the Manufacturer Model Number field to display equipment for that Manufacturer Model Number.



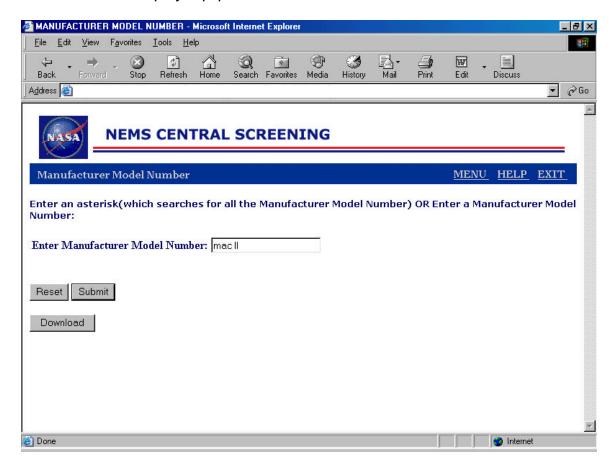
Manufacturer Model Number
 Enter a partial value and an asterisk (*) in the Manufacturer Model Number

field.

 Click Submit button. The list of equipment for the Manufacturer Model Number will be displayed.

2.2.4.2 Manufacturer Model Number - Exact Match

Enter a Manufacturer Model Number to search by in the Manufacturer Model Number field to display equipment for that Model Number.



Manufacturer Model Number Enter a value in the Manufacturer Model Number field.

Click Submit button.
 The list of equipment for the Manufacturer Model Number will be displayed.

2.2.4.2.1 Manufacturer Model Number - Equipment List

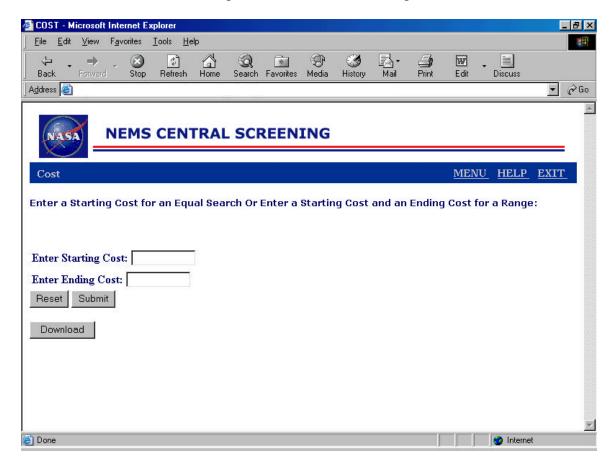
See section 2.2.1.2.1 Equipment List for processing related to the List of Equipment.

2.2.4.2.2 Manufacturer Model Number - Download

See section 2.2.1.2.2 Download for processing related to downloading the list of equipment.

2.2.5 Cost

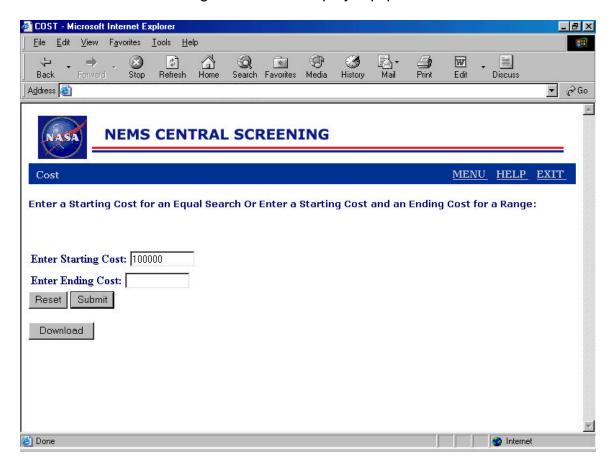
Select Cost on the NEMS Central Screening Menu to display a screen that allows the user to enter a single Cost Amount or a range of Cost Amounts.



•	Starting Cost	required must be entered for single Cost Amount or Cost range
•	Ending Cost	optional must be entered for the ending value in the Cost range
•	Click Reset button.	This button will clear the values entered in the Starting Cost and Ending Cost fields.
•	Click Submit button.	The list of equipment for the Cost will be displayed.
•	Click Download button.	A dialog box for downloading the selected Cost is displayed.

2.2.5.1 Cost - Exact match

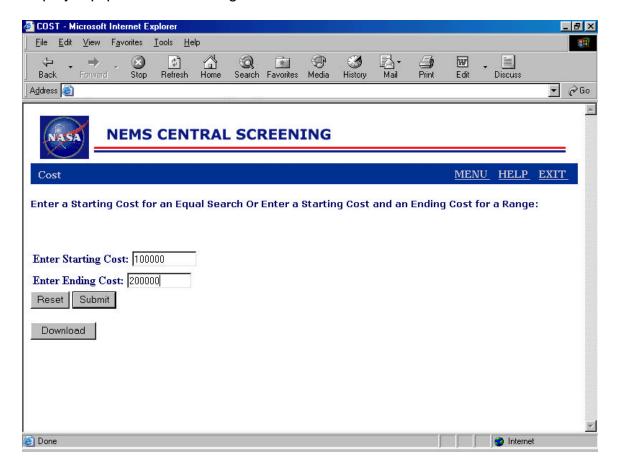
Enter a cost in the Starting Cost field to display equipment for that cost.



- Starting Cost
- Click Submit button.

2.2.5.2 Cost - Cost Range

Enter a cost in the Starting Cost field and a cost in the Ending Cost field to display equipment for the range of Cost.



INPUT DATA

- Starting Cost
- Ending Cost
- Click Submit button.

Must be greater than Starting Cost

2.2.5.2.1 Cost - Equipment List

See section 2.2.1.2.1 Equipment List for processing related to the List of Equipment.

2.2.5.2.2 Cost - Download

See section 2.2.1.2.2 Download for processing related to downloading the list of equipment.